

CONFIDENTIAL

Chief, Disposal Agency Archives and Records Center 7 August 1959

Chief, Records Disposition Branch

Disposal Authorization for Mail Control Receipts

1. Based on the Records Management Staff Memorandum dated 27 June 1958, authority is granted for destruction of the inactive mail control receipts referred to in your request of 25 June 1959. In addition, all courier receipts more than three months old and document receipts up through 1956 may properly be destroyed.

2. May I suggest that a Records Control Schedule be prepared for the Records Center and forwarded to this Staff for approval. If assistance is required, please call us.

25X1

Mgt/S/RMS/RDB/

(7 Aug 1959)

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Talked to Roger on this and suggested that he attempt to have the schedule he prepared approved.

The authorization he mentions is more of a general nature, and as such, should not be cited as the authority for a specific office or files of an office.

Roger says he will take the matter up with  when he returns tomorrow.

Bob.

25X1

TRANSMITTAL SLIP

TO:

ROOM NO.

REMARKS:

*Thought you might  
like to take action  
on this. Tell them to  
prepare a records control  
schedule. I?  
What think you?*

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

25X1